

# Workplace Alaska

## Class Specification Facilities Technician

**Created:**  
12/19/2006 by Cheryl Evans  
**Finalized on:**

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**Approved by:**

**Class Code:** RR1431W  
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**Category:** Clerical  
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**Class Title:** Facilities Technician  
**Use MJR Form:** Alaska Railroad

**Original Comments:**

**Subsequent Revision Dates/Comments:**

**Last Update:** **EEO4:** 5 **SOC:** 43-9199 **Census:**

**Last Update Comments:**

### Definition:

Provides administrative support to the Facilities management team in the development, maintenance, care, and scheduling of ARRC Facilities. Performs office services such as purchasing, records control, CMMS data entry, and other administrative activities. Interprets operating policies; exercises independent judgment in the resolution of administrative problems. Coordinates collection and preparation of financial and operations reports and creates presentations to senior level management.

### Distinguishing Characteristics:

### Examples of Duties:

Locates and compiles facilities related information and formats reports, graphs, tables, records and other sources of information. Assembles and categorizes facts and figures for written computation and calculations. Researches and creates presentations and materials using PowerPoint, Adobe Photoshop Element, Publisher, Visio, Excel and various others. Creates presentations and flow charts; compiles data into coherent spreadsheets and related charts in support of administrative objectives. Develops or creates presentations using program knowledge, discussion/meeting notes, etc. for presentation by Facilities Program Manager, VP Real Estate, or others at staff meetings, to community or management.

Provides operating and capital budget support. Tracks and reports financial information, including obligations, budgets, commitments and disbursements. Creates spreadsheets to organize, display and summarize data, facilitate analysis and identify interrelationships. Coordinates budget matters with all departments; reviews budget status and prepares reports and support materials; performs delegated research tasks. Runs various reports to include expense details and budget variance. Prepares actual to budget reports highlighting variance figures and provides variance detail reports with explanation. Prepares spreadsheet to track expenses. Provides year to year and year to date comparisons.

Prepares Authorization for Expenditure (AFE) descriptions and rationale based on information received from project managers and gathered from meetings and documents. Works with Accounting as required to ensure accuracy of charges to Authorizations for Expenditure (AFE's). Under the direction of management, closes out completed AFE projects. Assists in the management of assigned capital projects; tracks capital project details, develops and provides reports on project status; provides updates to management. Works with Supply Management to process requisitions; provides back up information to support the requisition, follows through to ensure Purchase Orders are processed in a timely manner. Uses DB Launcher and Axiom to track project expenses and accounting, and for reporting.

Keeps and maintain departmental files and information. Utilizes CMMS to perform data entry, track expenses, enter requisitions and track Purchase Orders. Files and organizes printed data and materials. Keeps track of certified payroll requirements for departmental contracts. Prepares and distributes bid bulletin packets. Maintains seniority lists. Audits time cards for accuracy of project codes, work codes, work schedules, pay rates, and proper approvals. Reviews time reports including overtime and leave for compliance with Union Agreements, and ARRC Policies and Procedures.

Ensures that all materials and/or services needed for facilities projects are coded as issued to the project as required. Prepares expense reports and check requests, enters requisitions and Blanket Purchase Orders (BPO's) into automated purchasing system, codes invoices and tracks expenses by project. Prepares invoices and monitors accounts receivable to assure accounts are current.

Assists in corporate-wide office space assignments. Under the direction of management, assists in the scheduling and coordination of office moves, office furniture storage and office furniture purchasing. Under the direction of management, maintains hallway and lobby wayfinding signage. Schedules various conference rooms.

Coordinates year-round and seasonal automated concessionaire programs within ARRC owned facilities (snack and beverage machines, automated teller machines, public payphones, internet access machines). Drafts scope of services as needed. Collects revenue. Contributes to team effort by accomplishing related duties as needed.

### Knowledge, Skills and Abilities:

FACTOR 1: Knowledge Required

High school diploma or GED equivalent is required. Two years of college level course work in engineering, construction management,

accounting, marketing or business administration is preferred. Three years of technical experience in engineering, permitting, real estate or construction office is required. One year of experience in property management or equivalent is strongly preferred. Experience with tracking certified payrolls, compliance with Davis Bacon requirements, and using project accounting software such as DB Launcher and/or Axiom strongly preferred.

Must have skill and ability to compile and analyze technical data from database applications. Must be able to manipulate large or complex spreadsheets, using mathematical formulas to calculate data. Must be able to use multiple math functions, advanced filters and other data analysis tools. Advanced skills in operating word processing, spreadsheet and database applications are preferred (Word, Excel and Access preferred). Must be able to type 40 wpm. Must have excellent oral and written communication skills as well as mathematical skills. Must have the ability to work independently, prioritize diverse workload and meet deadlines. Must have a valid driver's license.

Must have knowledge of the functions and mission of the Real Estate Division's Facilities Program as well as a general understanding of the interrelationships and functions of other ARRC departments. Must have a working knowledge of ARRC Procurement Rules. Must have knowledge of ARRC facility contract terms and conditions, procurement procedures, and pertinent Real Estate and Board policies and procedures.

#### FACTOR 2: Supervisory Control

Work is performed under the general supervision of the Facilities Program Manager. Incumbent uses own initiative and expertise to coordinate, plan and carry out duties. Works independently in completing assignments in a timely manner to meet deadlines. The incumbent has sufficient expertise to plan and carry out assignments, resolving most of the conflicts that arise and coordinating the work with others as necessary, and interpreting policy and guidelines on own initiative. The incumbent keeps the supervisor informed of progress and potential problems. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

#### FACTOR 3: Guidelines

Guidelines include relevant portions of assigned contracts, procurement regulations, and ARRC Board and Real Estate/Facilities regulations and instructions. Incumbent uses sound judgment in following and applying the most appropriate procedures based on the situation. The incumbent is expected to devise efficient methods for managing assigned programs and processing, gathering and organizing information and resolving problems referred by others. In some situations, guidelines do not apply directly to the situation and require the employee to make adaptations to cover new and unusual work situations.

#### FACTOR 4: Complexity

The incumbent has responsibility for managing a diverse set of facility management and tenant improvement programs, some of which are year round and others are seasonal in nature. Materials composed include AFEs, project descriptions and rationale, letters, memorandums, contract revisions, addendums, spreadsheets, and tables, service contracts, permit forms, bills for collection, and other miscellaneous data used in facility management and tenant improvements. Accuracy of contracts, correspondence and accounting documents is critical for management of ARRC facilities, and generating revenue. Incumbent ensures ARRC tenants, ARRC facility use applicants, concessionaires and the ARRC are in compliance with the contractual terms.

#### FACTOR 5: Scope and Effect

Work performed reflects on the Facility Program of the Real Estate Division and its ability to perform at peak efficiency. The work is generally related to actions dealing with external customers, contractual compliance and providing technical support to the Facilities Program manager in the maintenance, care, scheduling and development of ARRC Facilities. The work requires internal customer coordination with various departments and personnel. Point of contact for Headquarters building problems and ensuring such problems are corrected promptly. A professional demeanor, communication ability, and attitude are a reflection of the department and the organization.

#### FACTOR 6: Personal Contacts

Contacts are made in person, via telephone, fax and email with ARRC employees, ARRC tenants and landlords, personnel in private business and government agencies, and the general public.

#### FACTOR 7: Purpose of Contact

Contacts are made for the purpose of facilitating information including discussing concerns, problems, and inquiries; ensuring contract compliance; communicating decisions which may not be well received; negotiating with, and persuading others; taking and resolving complaints, providing service and solutions; conducting research; coordinating and obtaining information.

#### FACTOR 8: Physical Demands

Primarily sedentary work performed in office environment. Some light lifting may be required up to 50 lbs.

#### FACTOR 9: Work Environment

Work is primarily performed in an office environment. Will perform field tours that may require walking on uneven or slippery surfaces.

**Minimum Qualifications:**

High school diploma or GED equivalent is required. Two years of college level course work in engineering, construction management, accounting, marketing or business administration is preferred. Three years of technical experience in an engineering, permitting, real estate or construction office is required. One year of experience in property management or equivalent is strongly preferred. Experience with tracking certified payroll, compliance with Davis Bacon requirements, and using project accounting software such as DB Launcher and/or Axiom strongly preferred. Must have skill and ability to use a computer in operating word processing, spreadsheet and database applications (Word, Excel and Access preferred). Must be able to type 40 wpm. Must have excellent oral and written communication skills as well as mathematical skills. Must have the ability to work independently, prioritize diverse workload and meet deadlines. Must have a valid driver's license.

**Required Job Qualifications:**

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

**Special Note:****Minimum Qualification Questions:**

Did you answer all of the above listed questions?